

**Class Title: Youth Development Manager**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:** The function and role of this position will be to plan, and implement the youth development program and agenda for the City of Norfolk in conjunction with other youth-serving public and private agencies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assesses and documents community needs related to youth services and develops ways in which citizens and other City departments and human service and youth serving non-profit agencies can address those needs through collaborative partnerships, innovation, and youth development.
2	L	Enlists City, non-profit, business, and civic agencies/organizations in offering coordinated youth programs that are outcome focused.
3	S	Plans, with the assistance of other staff members in the Department of Neighborhood and Leisure Services' Youth Services Division, a number of community wide programs designed to promote the healthy, successful development of all Norfolk youth.
4	S	Provides oversight of the activities and progress of the Norfolk Youth Council. Serves as a departmental liaison to the City Council's Youth, Education and Neighborhood Services Committee.
5	S	Facilitates the development and implementation of a comprehensive citywide strategic plan for youth development.

CSC Adopted: October, 2001, CSC Revised:**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge in a discipline equivalent to that which is acquired in a Bachelor's degree-level of study with major course work in management, organizational development, leisure studies, human services, public policy and human development.
Experience	Three years of experience in a supervisory position managing youth development programs.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read reports, legislation, and guidelines.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, accounting, and statistics.
Writing	Work requires the ability to write grant proposals, reports, program descriptions, and performance evaluations.
Managerial	Managerial responsibilities include determining youths' needs, developing programs, and allocating staff and resources to complete work assignments.
Budget Responsibility	Oversees budget preparation of division budget and reviews and approves expenditures of significant budgeted funds for the division; may research and prepare recommendations for citywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Citywide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: October, 2001, CSC Revised:

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing in cabinet drawers
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from office equipment, to/from meetings
Lifting	R	Supplies, paperwork
Carrying	R	Supplies, paperwork
Pushing/Pulling	R	Filing cabinet drawers
Reaching	R	Across desk
Handling	R	Supplies, paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Use of office equipment, filing in cabinet drawers
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: October, 2001, CSC Revised:**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)